



## INSTRUCTIONS FOR SELECTED PUBLIC ACTIVITIES/WORK SETTINGS FOR THE PREVENTION AND CONTROL OF COVID- 19

The instruction notes are given for a range of public activities and work settings. Some sectors such as tourism, large shopping malls, event management, etc. would require reference to several instruction notes.

The Instructions are subject to overall permission given by the Ministry of Health to resume functions (totally/selected).

Each instruction note is issued by the Director General of Health Services, Ministry of Health and Indigenous Medical Services and are for the establishment/owner/ responsible authority to follow in prevention of transmission of COVID-19.



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TOWARDS A NEW NORMAL



MINISTRY OF HEALTH  
AND INDIGENOUS  
MEDICAL SERVICES



GOVERNMENT MEDICAL  
OFFICERS ASSOCIATION



SRI JAYAWARDENEPURA  
KOTTE MUNICIPAL  
COUNCIL



### **34. Government Ministries/ Departments and any other authorities**

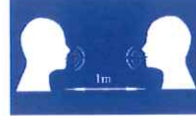
#### **Instructions for the Head of the Institution**

- Appoint / assign tasks of Health & safety to an officer/s in your Ministry/Department and give a feedback to the head of institute
- Supplies – Ensure adequate supplies of face masks, hand sanitizers/ soap, floor/ bathroom disinfectants in adequate amounts. Arrange the facilities for the handwashing where relevant in places where people come into the building. The 70% alcohol base hand-sanitizers should be made available in each unit
- Develop the staff roster and inform staff who are required to be present for each day according to the general guidelines provided. (Operate with 50% of human resources until restrictions are further relaxed)
- Organize and conduct a health education session to discuss with the staff the continued need to adhere with regards COVID -19 prevention strategies- Hand washing, physical distancing, respiratory etiquette while working and providing services to the client- The area Medical Officer of Health can be contacted for organizing this session. Video / audio material from Health Promotion Bureau can be used also
- Reduce the number of group meetings unless very essential, maintain adequate level of physical distancing with minimal 1-meter space.
- Organize and conduct a meeting to the janitorial service providers on Importance of cleaning floor/ door handles/ tables/ elevators/ staircase railings and etc... with disinfectants (refer operational guideline on preparedness and response for COVID-19 outbreak for work settings)
- The Health and safety officer/s from different sections of the office will monitor the availability of adequate levels of masks, ensure monitoring the temperature of the staff, process of cleaning of the office and also the health level of the staff. In case of illness for emergency the 1990 will transport patients to suitable level of health facility. Symptoms can be verified with hotlines/ calling the closest health facility (numbers should be known)
- Discuss with security staff and other staff in arranging proper appointment system for clients to ensure limited numbers of people will be served at a given time.
- If there is a lift, mark the positions on the floor to limit the number of passengers travel at a time.
- Discuss with regional and provincial level staff to decentralize some of the services that could be provided, which will prevent overcrowding at the head office.
- Adopt ways of encouraging staff and client problem solving through online/ telephone (distant) systems
- Display health education posters/banners and use frequent public addressing system of the office to educate the public regarding the social distancing, hand hygiene and respiratory etiquette
- Display client instructions to improve way finding and reduce mixing up of people



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- You are required to fill the provided Assurance form, indicating compliance with the instructions given. The original of the Assurance form should be submitted to the area Medical Officer of Health. A copy of the same should be sent to the local government authority (municipal council/ urban council/ pradeshiya sabha) and another copy should be kept with you. The head of institution is responsible to ensure that the above guidelines are strictly adhered to.



  
Director General of Health Services

28/05/2020

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